

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Program Components	<b>STANDARD NO.</b>  2A-PRO-100
	<b>SECTION:</b>  Adult Intensive Supervision	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Initial Contact and Orientation	
	<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016

**STANDARD:**

Written policy, procedure, and practice shall require that staff have contact with a client within two (2) working days of sentencing. Unless otherwise specifically ordered by the court, staff shall initiate contact with each client, during the Pre-Sentence Phase, within two (2) working days of receiving notice that the client is SB 123 eligible. Staff shall ensure a referral for SB123 substance abuse assessment is completed prior to the scheduled sentencing date.

**DISCUSSION:**

If extenuating circumstances exist which prevent the supervising agency from meeting this deadline, the fact that the deadline has not been met and the reason for the deviation should be recorded in the TOADS contact database. Initiating contact with a client might occur via written correspondence, telephone conversation, personal visit, or other means that the agency determines to be appropriate and effective.

Staff should provide clients with temporary instructions regarding specific rules, restrictions on activities and whereabouts, expectations, orientation schedule, and related tasks. Staff should begin the process of gathering pertinent information and setting the tone of supervision. A photograph of the client should be taken during the intake/orientation meeting.

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	<b>SUBJECT:</b>  Initial Contact and Orientation	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

There shall be written policy, procedure, and practice requiring that client orientations be completed within ten (10) working days of placement. Orientations shall include, but are not limited to:

- The purpose of orientation
- Guidelines, rules, and practices
- Services and related activities
- Major violations
- Internal sanctions/incentives
- Fees associated with services
- Grievance procedures
- Access to case file

**DISCUSSION:**

None

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<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Written policy, procedure, and practice shall govern how the completion of orientations will be documented.

**DISCUSSION:**

A checklist identifying the orientation topics may assist programs in ensuring that required and appropriate areas are covered. Acknowledgement of completion should consist of the completion date, with client and staff signatures at the bottom of the Orientation Checklist.

Staff is encouraged to allow time for the client to ask questions. Clients should receive information in writing whenever possible.

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	<b>SUBJECT:</b>  Case Plans	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Written policy, procedure, and practice shall require staff to develop an individualized supervision/case plan with each client within forty-five (45) days of sentencing. Case plans shall be reevaluated at each contact with a progress note of additions to current goals and/or action steps.

If a client's score on the risk/needs assessment places them at a supervision level IV, an initial case plan shall be completed. Additional case plans are not required to be completed unless the supervision level changes or a new plan is needed.

Plans shall include:

- Goals
- Client action steps
- Progress Notes
- Staff signature, client signature, and current date

**DISCUSSION:**

The case plan shall be written in such a manner that it serves as a map or guide for the supervision process, and it shall be based on the domain needs noted by the risk/needs assessment. A client shall be actively involved in the development of his/her plan and not a mere recipient of the plan. It is important that each client receives a copy of every plan developed.

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	<b>SUBJECT:</b>  Case Plans	
	<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016

**STANDARD:**

Written policy, procedure, and practice shall require staff to discuss the case plan monthly with the client and document the progress towards the goals and objectives in the contact notes.

**DISCUSSION:**

None

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	<p><b>SUBJECT:</b></p> <p>Assessment</p>	
<p><b>REFERENCES:</b></p>		<p><b>CURRENT VERSION EFFECTIVE DATE:</b> 02-27-2017</p>

**STANDARD:**

Written policy, procedure, and practice shall require that a Risk/Needs Assessment Instrument, approved by the Department of Corrections, be used to determine a client's Risk/Needs level and the minimum frequency of supervision contacts. The risk and needs assessment instrument shall be scored in accordance with instructions approved by the Department of Corrections.

**Initial Assessment**

- Until an initial risk and needs assessment is completed on the client, a client assigned to community corrections agency shall be supervised on the highest supervision level.
- Unless completed by Court Services, staff shall complete an initial risk and needs assessment on each SB 123 client during the Pre-Sentence Phase, or within the guidelines set by the Court.
- If a client is referred for pre-sentence SB-123 while the client is under current supervision, then staff may use the most recent assessment for submission on the SB-123 case, unless otherwise directed by the courts to complete a new assessment.
- When the Court orders supervision by community corrections during the Pre-Sentence Phase and sentencing is delayed beyond six (6) months of the initial assessment date, staff need only complete a Risk and Needs Reassessment and not a second Initial.
- If a risk and needs assessment was completed by Court Services during the Pre-Sentence Phase and the date of such assessment is no greater than six (6) months prior to the probation start date, staff may utilize the Court Services assessment as the client's initial risk and needs assessment.
- If an initial risk assessment was not completed during the Pre-Sentence Phase, an initial risk and needs assessment shall be completed on each client before the end of the first forty-five (45) calendar days after sentencing.

**Reassessment**

- Staff shall complete a Risk and Needs Reassessment six (6) months after the initial risk and needs assessment. Subsequent reassessments shall be completed every twelve (12) months.
- An additional risk/needs assessment does not need to be completed if there is an additional sentencing prior to the scheduled re-assessment.
- If a client is assessed at a supervision level IV, then reassessments are not necessary unless there are DRAMATIC negative behavior changes or new information is obtained that would change their supervision level.

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- A reassessment may occur at any level upon DRAMATIC CHANGE.
  - Consider DRAMATIC CHANGE to include behavior or circumstances that have the potential to impact a client's level of risk in a negative or positive way. The impact might lower or increase the level of risk to such a degree that warrants a reassessment of risk. Some examples of DRAMATIC CHANGE are sustained employment or loss of employment, relapse or increased periods of abstinence, change in residence that results from negative or positive behavior, change in family circumstances such as marriage or divorce, a new conviction, discovery of new conviction information, or the completion of case plan objectives.
  - When there is a DRAMATIC CHANGE, consider how the change impacts other scoring elements, how strongly the change is tied to the client's criminal patterns, and whether the change is of the magnitude to warrant a reassessment.

### Discharge Assessment

- Staff shall complete a discharge assessment on all clients except in the following situations:
  - If the discharge is successful or unsuccessful closed by court, and a risk/needs assessment has been completed in the past six (6) months, completing another at discharge is not required.
  - If a client is revoked and ordered to serve an underlying sentence and an assessment has been completed in the past sixty (60) days another at discharge is not required.
  - If a client dies a discharge assessment is not required.
  - A discharge assessment does not need to be completed for interstate compact cases.
- Staff shall note in the contact notes the reason for not completing the risk/needs assessment.
- A discharge assessment shall be completed only when the client discharges completely from supervision. One does not need to be completed for each of the client's individual cases.
- If a client has been absconded from supervision and there is not sufficient information to complete an assessment, then a discharge risk/needs assessment does not need to be completed. Staff shall note in the contact notes the reason for not completing the risk/needs assessment.

### All Clients

- The risk and needs assessment score shall govern the movement of clients between supervision levels.
- Information that provides the basis for risk/needs assessment scores shall be documented as provided in the scoring instructions.

### DISCUSSION:

A thorough review of all available information, verification of self-reported information (including that pertaining to residence, school and/or training, and employment) and frequent reference to the scoring instructions shall be completed.

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	<b>SUBJECT:</b>  Contact Requirements	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Written policy, procedure and practice shall require the following minimum contacts:

- Team Meetings with treatment providers at least one time a month for all Senate Bill 123 clients, followed by review with client.
- All clients on AISP for a current sex offense shall be supervised on level I for the first 6 months, then no less than level II for the remainder of their probation.
- Individual agencies shall have written policy governing the supervision level for all clients with a past sex offense if the level differs from the LSI-R score.
- All clients supervised as a sex offender shall have an onsite residence verification within 30 days of moving and minimally every 120 days thereafter.

**DISCUSSION:**

None



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### STANDARD

The following table includes RECOMMENDED GUIDELIENS for all other client contacts and verifications.

<b>LEVEL</b>  <b>LSI-R SCORE</b>	<b>FACE TO FACE</b>	<b>RESIDENCE VERIFICATION</b>	<b>EMPLOYMNET VERIFICATION</b>	<b>CASE PLAN INTERVENTION OR PROGRAM PARTICIPATION</b>
<b>I</b>  33 +	4 Per Month	1 Per Month	1 Per Month	1 per month for each intervention or program
<b>II</b>  25 – 32	3 Per Month	1 Every 60 Days	1 Per Month	1 per month for each intervention or program
<b>III</b>  17 – 24	2 Per Month	1 Every 90 Days	1 Every 60 Days	1 per month for each intervention or program
<b>IV</b>  0 – 16	1 Per Month	1 Every 90 Days	1 Every 60 Days	1 per month for each intervention or program

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The following table contains recommended actions for clients on the following statuses:

CLIENT STATUS	ACTION REQUIRED
JAIL	1 verification per month
TREATMENT	1 verification per month
PRISON	With sufficient frequency verify and ensure that the release date is known and documented in TOADS
ABSCONDER	Verify that a warrant is still active every 6 months

The following table contains required actions for clients on SB123 pre-sentence status:

<p><b>SB123 PRE-SENTENCE</b></p>	<p>Staff shall insure scheduling of SB123 substance abuse assessment and completion of the risk/needs assessment as required by statutes within local court guidelines.</p> <p>If client absconds then the case shall be closed in toads until client is located and the court refers the case back to community corrections.</p>
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**DISCUSSION:**

Effective case management practice includes using diverse methods to verify a client's participation and attendance in all required interventions/activities. Variation in methods helps to ensure accountability through multiple sources, and minimizes opportunities for clients to report inaccurate information, and prevents clients from becoming accustomed to a set pattern of verification. Staff should include, but not limit, their efforts to onsite visits; written and verbal reports from resource providers; visits with family, friends, mentors, and other supportive individuals; electronic documentation; and other appropriate methods approved by agency procedures. Contacts and onsite verifications are encouraged as the need arises.

Verification of residence, employment, and interventions should go beyond merely documenting the accuracy of what the client reports. Verification should include information such as the appropriateness of their residence and employment, their performance and participation in interventions and at work, and if there are any noted problems that need to be addressed.

Each agency may set its own policy for verifying an education intervention.

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**STANDARD:**

Agencies shall have written policy, procedure, and practice regarding placing clients on an administrative caseload.

At a minimum, policies should address the criteria for placement on and removal from the caseload.

**DISCUSSION:**

Assessed needs should be minimal and client should be considered compliant under supervision with all requirements met, except for payment of obligations. Administrative caseloads may consist of, but not be limited to, mail in or phone in status, with officer verifying client obligations on a monthly basis.

Administrative supervision could be used for situations to include, but not limited to:

- Clients who remain under supervision for the purpose of collection of fees, fines and restitution.
- Clients who score as low risk on the risk assessment and have been compliant on supervision for a minimum ninety (90) day period.
- Clients who are in the process of compacting out of state but are awaiting acceptance.
- Other circumstances where the client is not being actively supervised but is sentenced to community corrections.

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STANDARD:

Open

DISCUSSION:

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STANDARD:

Open

DISCUSSION:

<p>Community Corrections Adult Intensive Supervision Standards</p> <p>Kansas Department of Corrections Division of Community Corrections Services</p>	<p><b>CHAPTER:</b></p> <p>Program Components</p>	<p><b>STANDARD NO.</b></p> <p>2A-PRO-111</p>
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	<p><b>SUBJECT:</b></p> <p>Notification/Law Enforcement Checks</p>	
<p><b>REFERENCES:</b></p>		<p><b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016</p>

**STANDARD:**

Written policy, procedure, and practice shall require that agency staff complete periodic law enforcement checks to determine if a client assigned to community corrections had a negative contact with a law enforcement agency.

**DISCUSSION:**

Law enforcement checklist may consist of reviewing local police, sheriff, or highway patrol contact printouts, jail records, and networking with special LEO task forces such as those that monitor gang and drug activity.

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<p><b>REFERENCES:</b></p>		<p><b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016</p>

**STANDARD:**

Written policy, and procedure shall address notification to employers of a client's assignment to community corrections. In the event a program decides to require it, notification shall be in writing and contained in the client's case record.

**DISCUSSION:**

None



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**STANDARD:**

Agencies shall have written policy, procedure and practice defining the criteria necessary to declare a client as an absconder from supervision and the steps to be taken upon client arrest or re-appearance.

**DISCUSSION:**

Policy should include time considerations, agency and local law enforcement resources as well as any local court and law enforcement requirements.

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	<b>SUBJECT:</b>  Unemployed Clients	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Written policy, procedure, and practice shall require that the agency provide and document structured job search activities for unemployed clients.

**DISCUSSION:**

Interventions shall be utilized to assist clients in preparation, coaching, and encouragement to achieve success.

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**STANDARD:**

Open

**DISCUSSION:**

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**STANDARD:**

Open

**DISCUSSION:**

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**STANDARD:**

Open

**DISCUSSION:**

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**STANDARD:**

Open

**DISCUSSION:**

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**STANDARD:**

Open

**DISCUSSION:**

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**STANDARD:**

Written policy, procedure, and practice shall require **supervisory approval** prior to initiating revocation.

**DISCUSSION:**

Supervisory approval helps to ensure internal consistency in the management of violators.  
Staffing can promote the use of innovative methods to respond to violations.



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**STANDARD:**

Written policy, procedure, and practice shall require that agencies identify what criteria are to be met before recommending successful completion of supervision.

**DISCUSSION:**

Criteria shall include progress towards supervision plan objectives and lowering of high risk domains.

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	<b>SUBJECT:</b>  Courtesy Supervision	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Written policy, procedure, and practice shall require requests for transfer of supervision made in writing with approved forms.

**DISCUSSION:**

Agencies shall use the TOADS “Community Corrections Request for Investigation” and “Application for Transfer of Supervision” forms.

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**STANDARD:**

Written policy, procedure, and practice shall require the inclusion of the following case management information with a transfer request:

- Complaint and information (if available)
- Pre-Sentence investigation
- Journal Entries (if available)
- Orders of Probation
- Diagnostic Evaluations, if applicable

**DISCUSSION:**

None

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**STANDARD:**

Written policy, procedure, and practice shall require the requesting agency to ensure that all TOADS data fields and databases are complete and up-to-date before submitting the request for transfer to the investigating agency.

- If the client who is the subject of a transfer request has been under supervision with the requesting agency for thirty (30) calendar days or more, the risk/needs assessment shall be completed by the sending agency.
- If the client who is the subject of a transfer request has been under supervision with the requesting agency for **less** than thirty (30) calendar days, the risk/needs assessment shall be completed by the receiving agency.

**DISCUSSION:**

The date of sentencing determines when supervision begins, unless otherwise noted by the Court.

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**STANDARD:**

Written policy, procedure, and practice require the transfer request investigation be completed within ten (10) working days of receipt.

**DISCUSSION:**

The investigating agency shall investigate the transfer request and send a completed TOADS “Reply to investigation Request” form to the requesting agency within ten (10) working days, indicating its acceptance or rejection of the request.

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**STANDARD:**

Written policy, procedure, and practice shall specify supervision requirements pending the outcome of the transfer request.

**DISCUSSION:**

The requesting agency shall continue to supervise the client who is the subject of the transfer request until such time that the requesting agency receives written notification of acceptance from the investigating agency and supervision begins. Supervision may be accomplished through interagency agreement. The requesting agency may enter into a written agreement with the investigating agency for supervision of the client by the investigating agency during the interim until a final determination is made whether to accept or reject the transfer request.

Community Corrections Adult Intensive Supervision Standards  Kansas Department of Corrections Division of Community Corrections Services	<b>CHAPTER:</b>  Program Components	<b>STANDARD NO.</b>  2A-PRO-127
	<b>SECTION:</b>  Adult Intensive Supervision	<b>PAGE:</b>  1 of 1
	<b>SUBJECT:</b>  Courtesy Supervision	
<b>REFERENCES:</b>	<b>CURRENT VERSION EFFECTIVE DATE:</b> 03-01-2016	

**STANDARD:**

Written policy, procedure, and practice shall include a statement that non-payment of an assessed transfer fee shall not be a reason for denial of a request for transfer.

**DISCUSSION:**

None